COLLEGE GOVERNANCE AND COMMITTEE RESTRUCTURE MEETING MINUTES

August 10, 2017

Members Present:	Maritess Fernandez-Najera	Leslie Martinez	Excused Absence:	Guests:
Jeffrey Anderson	Maybeth Francone	Beverly McLawyer	Debra Hunt	
Yvette Armenta	Mildred Gonzales	Leonece Myers	Ruth McFee	
Naira Arquell	Sarah Granger	Samantha Nguyen	Pamela Major	
Marcelo Astudillo	Ruby Griggs Gabbedon	Thuong Nguyen	Guadalupe Meza	
Nicholas Bachman	Mark Hollinger	Roslyn Nott	Erika Suazo	
Barbara Baker	Herminia Honda	Yolanda Ochoa	Lydia Thompson	1.
Tammy Blass	Tricia Imanaka	Marisol Ortiz	Lorraine Vigil	
Vivian Branchick, Chair	Zenobia Ivory	Lilibeth Patricio	Michelle Webster	2
Maria Caballero	Ruth Kamens	Teresa Prudencio	Julieta Wolfson	
Melvin Calloway	Visna Kieng	Michael Puckett		
Stephanie Capps	Joan Kohl	Pat Regan	, ,	
Frances Chisolm Cervantes	David Lane	Norma Respicio		
Beena Davis	Edeline Lim	Lori Saillant	2	
Grace Escudero	Kim Magsayo	Trina Trongone		
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Topic	Discussion/Conclusions/Recommendations	Actions	Follow-Up
CALL TO ORDER	1307		
PURPOSE OF THE MEETING	Annual Team Meeting – V. Branchick welcomed everyone and emphasized the importance of the annual meeting and the importance of Professional Development. The following will be discussed in the meeting: > Changes to committee structure, membership, Bylaws, and meeting schedules > Final review of the CONAH Strategic Plan > Review and approval of key policies.	Information	None
ANNOUNCEMENTS	 Hiring Status Dean, SON – Panel interview with the candidate is in progress. Director, Financial Aid – Interview for the position is in progress and there are lots of internal and external candidates. Medical Librarian I – Item will be opened soon Senior Nursing Instructor – Examination is open and waiting for the list. 	1. Information	1. None
	Student Email Access – Due to ongoing cyber threats, students could not access their personal email on Campus. Students will be given county issued email and they have received MS Outlook access application forms to fill out.	Follow-up with help desk to regarding email request.	2. H. Honda/V. Kieng

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	 3. Facility Enhancements- The following is ongoing or has been completed: Retiling of offices, rooms, and classrooms Cleaning of the rooms that were affected by the flooding Whiteboards are available in all classrooms for use Mounting of 50 and 70 inch TV's in classrooms. 	3. Information	3. None
	 4. Skills Lab Enhancements – V. Branchick reported that she attended a Skills Lab session and noted old equipment are being used by the students. The following have been ordered to enhance student learning: Geriatric mannequin 10 arms for IV practice 6 IV Boards Ordered workstations on wheels for students to use in the Skills Lab to practice ORCHID There was a discussion regarding the need to upgrade the defibrillator and the need for rhythm generator but V. Branchick emphasized that it might not be a priority at this time. 	4. Information	4. None
	 5. Faculty Support / Enhancements – V. Branchick emphasized to faculty and staff the importance of taking care of the newly purchased equipment. The following will be implemented to support faculty: Provide a workstation in Rm: 101 to assist with personnel orientation Provide 2 laptops to EDCOS; one specific for orientation and for other needs to be assigned to T. Blass. Provide workstation to TH rooms # 108 and 109 CAMS has been progressing well and the team meets weekly to ensure that all portals are fully implemented. 	5. Information	5. None
	 Sim Lab – J. Anderson reported that card key has been established at the Sim Lab but the alarm need to be disabled by the company as it is connected to the Sheriff's department. 		
NEW GOVERNANCE STRUCTURE	 Governance Committee Decision Making Bodies – V. Branchick presented the new committee structure and emphasized that the change is warranted to streamline the decision making process. She also added that the old structure resulted to policies being sent back and forth for approval. She discussed all the committees, its purpose and membership. She also added the important role of the ADA committee in supporting student needs. 	1. Information	1. None
	Committee Bylaws / Membership— H. Honda presented the changes in Committee Bylaws because of the restructure which mostly resulted to changes in reporting structure and membership. Significant changes were		

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	 made to the Faculty Development purpose statement. 4. Committee Meeting Schedule – H. Honda presented the meeting schedule. There was much discussion on the Faculty development events such as webinar and other classes that faculty could attend or take without cost. 5. Review of Policy # 120: College Committee Structure and Rules – H. Honda discussed the changes made to the policy due to committee restructure. 6. Review of Policy # 730: Resource Request and Allocation - H. Honda discussed the changes made to the policy due to committee restructure. 		
STRATEGIC PLAN REVIEW & FINAL APPROVAL	H. Honda presented the draft of the 2016-2019 Strategic Plan and reminded the staff and the faculty that input from everyone were incorporated in the latest document.	Send Strategic Plan to BOT for approval at their August 18, 2017 meeting	H. Honda
ACCREDITATION COMPLIANCE UPDATE	1. ACCJC 2019 Institutional Self-Evaluation Report (ISER) Timeline – H. Honda reviewed the ISER document and its progress. She also reported that a folder was created on CONShare which contains ISER draft ACCJC resources and past accreditation reports. Standard Membership – V. Branchick discussed with the faculty and staff, the standards and what need to be addressed in the report. She also discussed that committees will be created to complete the ISER. She encouraged staff and faculty to email her if they want to belong to a certain committee. 2. BRN L. Myers reported that Admissions and Promotions as well as the Curriculum Committee are currently reviewing the completed BRN report and it should be ready for the BOT review for November.	Information Information	1. None 2. None
POLICY/DOCUMENT REVIEW AND APPROVAL	1. Attendance for Clinical Course – M. Caballero presented the policy and much discussion ensued. The discussion included the following: DHS policy on tardiness What is specific time for tardy e.g. 0701, 0706, 0715 and etc. Per CONAH policy, a student is sent home if he/she is 30 minutes late Inclusion of attendance during lecture in the policy so students are not relying on other classmates for the lecture content	Revise policy and present to Fac Org	1. M. Caballero

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Торіс	 ➢ Discussion of DHS "Just Culture". The faculty agreed that the policy need to be further reviewed conswhat was discussed above. For Fall 2017, the current policy applie 2. Audio/Video Taping of lectures − M. Caballero presented the polipresented the following: ➢ In Spring 2017, some students used drop box to share which is against SON policy. A password is used to ac drobox ➢ Lecture taping is allowed per SON policy approved in 2 however, students must notify the lecturer that they will Much discussion ensued and included the following:	sidering es. licy and e lectures ecess 2015, Il be taped. es ex g the staff ne property mind when sidering	
ADJOURNMENT	3. Dress Code – Not discussed.		
ADJOURNMENT	1020		

Approved by:	V. Branchick (signature on file)	Prepared by: H. Honda (signature on file)
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